Contracts Management Specialist: Mastering the Lifecycle

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Tokyo (Japan)



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Why This Course

Managing contracts effectively requires more than understanding legal terms—it demands a structured approach across the entire contract lifecycle. From drafting and negotiation to execution and closeout, every stage plays a critical role in minimizing risk and maximizing value.

This intensive 1-week program is designed to provide professionals with a complete, practical understanding of contract management. It blends key legal concepts with real-world applications, helping participants confidently manage contracts in both local and international contexts.

What You'll Learn and Practice

By joining this program, you will:

- Understand contract law fundamentals and their business applications.
- Develop strong drafting and negotiation skills.
- Manage contract performance and administration effectively.
- Identify and mitigate risks throughout the contract lifecycle.
- Apply structured approaches to dispute resolution and contract closeout.
- Gain insights into international and cross-border contracting.

The Program Flow

Day 1: Fundamentals of Contract Management

- Understanding contract law and different contract types.
- Identifying essential elements of valid agreements.
- Exploring the full contract lifecycle and key stakeholders.
- Interpreting contract terminology and structure.

Day 2: Contract Drafting and Negotiation

- Drafting clear, precise, and effective contract clauses.
- Applying negotiation strategies to achieve balanced outcomes.
- Identifying and allocating risks within agreements.
- Understanding key commercial terms and conditions.



Day 3: Contract Administration and Performance Management

- Managing contract implementation and kickoff processes.
- Monitoring performance and ensuring compliance.
- Handling contract changes and modifications.
- Maintaining accurate documentation and records.

Day 4: Risk Management and Dispute Resolution

- Identifying and mitigating contractual risks.
- Managing breaches and contractual issues.
- Applying alternative dispute resolution methods.
- Handling contract termination and closeout procedures.

Day 5: Advanced Topics in Contract Management

- Understanding international and cross-border contracting.
- Managing intellectual property within contracts.
- Addressing ethical considerations in contract management.
- Exploring emerging trends and technologies in the field.

Individual Impact

- Strengthen your ability to manage contracts from start to finish.
- Improve your drafting and negotiation capabilities.
- Build confidence in handling risks and resolving disputes.
- Enhance your understanding of both local and international contracts.

Organizational Impact

- Reduce contractual risks and potential disputes.
- Improve contract clarity and consistency.
- Strengthen supplier and partner relationships.
- Enhance overall contract performance and compliance.

Training Methodology

This program emphasizes practical, hands-on learning through:

- Real-world contract scenarios and case studies.
- Interactive workshops and group discussions.
- Drafting and negotiation simulations.
- Tools and templates for immediate application.



Beyond the Course

By the end of this program, participants will be equipped with the knowledge and tools needed to manage contracts effectively across their lifecycle.

They will return ready to:

- Draft clear and comprehensive agreements.
- Negotiate favorable terms with confidence.
- Manage contract performance and compliance.
- Handle risks and resolve disputes efficiently.

This course enables professionals to approach contract management with structure, clarity, and control—ensuring stronger agreements, reduced risks, and more successful business outcomes.

